CBS PROJECT STATUS REPORT

FOR

CBS Executive Board Meeting

October 17, 2005

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CSC Project Status As of Oct 14th			
Project Name /Responsibility/Budget	**Scope/Status/Issues**		**Schedule:**
Category: Bureaus' 2006 Priorities			

1. Trial Phase 2
 	
Responsibility:
Project Coordinator:
Karen McBride
Functional Lead
Karen McBride
Technical Lead
Bill Isbell
	Scope:	This Enhancement will make changes to the structure of the CFS Trial Table; update the posting process to utilize the new fields, and centralize the posting process to simplify future maintenance of the posting code. The project will be completed in three phases. The phases include:
		Phase 1: Expand the trial table structure to add, remove, and change the existing data elements to accommodate new reporting and processing requirements for General Ledger Level Data. Phase Deliverable: install the new Trial Table structure in the production environment without making any changes to the data that is captured in the table.
		Phase 2: The scope of Phase 2 of the Trial Enhancements will address a portion of the remaining requirements as originally identified in the Top Ten List 2005 Priority List. The following requirements are slated to be addressed in Phase 2:
		    Define and develop the data dictionary for all TRIAL data elements
		    Document the business rules governing Centralized Posting
		    Determine Phase 2 Implementation Strategy based on priorities
		    Implement expanded FUND CODE field in all CFS screens, reports and programs
		    Define additional Functional Requirements necessary to implement the above defined strategy, e.g., Implementation of Centralized Posting for all Non-AR/RAU modules which will be addressed in TRIAL Phase 3
		    Altering any CBS source tables and introducing constraints as necessary to support a unique to Trial, including GJ_DETAIL, AP_DETAIL & APC tables
		    FM040/FM041/FM022/FM030/GL081 – add Transaction Number to the screen
		    Performance Enhancements
		Phase 3: The scope of Phase 3 of the TRIAL Enhancements will address the remaining requirements as originally identified in the Top Nine List 2005 Priority List.
			Phase 2 FRD Approved Aug. 22, 2005.
			
			Phase 2 Project Plan TBD

	Status:	Phase 1 was delivered June 1, 2005. Phase 2 Functional Requirements Document (FRD) was approved on Aug. 22nd. The CSC has received Levels of Effort (LOE) for all items in the TRIAL Phase II FRD and held a meeting with the Bureau project team on Sept. 15th to discuss priorities for TRIAL Phase II. The CSC is currently in discussions with the contractor regarding the LOE, priorities, and programming efficiencies. Currently the fund code change has been identified as the priority fix as NOAA will need this implemented by FY 2007. NOAA is evaluating whether they can reuse fund codes and thus not need by FY 2007. This would allow the CSC to consider other options to achieve more efficiency in the design, programming and testing efforts.	

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2. Funds Control on Batch **Responsibility:** Project Coordinator: <u>Karen McBride</u> Functional Lead <u>Karen McBride</u> Technical Lead <u>Janie Ma</u>	**Scope:**	This enhancement will introduce automated features to prevent batch processes from posting to projects when those projects do not have sufficient funding for the charges. The process will: 1) Retain the transaction in a suspense status until the posting issue is resolved; 2) Apply a default accounting code (post to a clearing project); or Implement a commitment step in the posting process. The option used will depend upon the batch process involved. This project will be completed in two phases. Due to the enhancement of the Accounts Payable Standard Interface (APSI), as a part of the eTravel Interface project, funds control for no match invoices will be addressed as part of Phase 2. Phase I will address all other enhancements. The Funds Control project scope will include the following: ▪ Funds Control for the NFC Labor Interface; ▪ The ability to establish a separate 'super pool for all Payroll and other object classes; ▪ The ability to re-route documents in Funds Override; ▪ The ability to establish an alternate Funds Override Official; ▪ The ability to copy existing Workflow settings to be used as a template for a new record	Draft FRD Dec. 2005
	Status:	The revised date for the Draft FRD is December, 2005. Staff is seeking guidance from the Department on standardization of ACCS usage so that a solution for including edits in the Web T&A system can be defined. However, standardization is not required in order to add ACCS edits to the Web T&A application.	
3. Mass Reclassification Phase 1 **Responsibility:** Project Coordinator: <u>Bill Isbell</u> Functional Lead <u>Lynn Wilson</u> Technical Lead <u>Bill Isbell</u>	**Scope:**	This enhancement will create a module that can change the Accounting Classification Code Structure (ACCS) values assigned to individual transactions that have been posted to the system tables. The process is intended to support re-organizations and financial transaction re-alignment. The strategy for this project is to create a process for changing values for the fund, program code and/or project segment of the ACCS. The bureaus have expressed a desire to have this capability ready for use in early FY-2006. The remaining features will be addressed in other phases.	Delivery 1 – Complete Delivery 2 – Oct 20th
	Status:	All Bureaus have approved the final FRD. The project is currently in the Design and Test Phase, We are awaiting Census' and NIST's official sign-off on the Detail Design Document. CSC and NOAA completed testing Delivery 1 and all reworks were resolved. They are currently testing Delivery 2. To date, 27 reworks have been documented; of which 10 have been retested and closed and fixes have been delivered for 7 additional reworks. The task is on schedule to be delivered to the bureaus on Dec. 1, 2005.	Delivery 3 – Oct 31st Delivery 4 Nov 29th
	Items to Watch:	NOAA has a need to implement the Mass Reclassification initiative quickly to ensure that it is available for use for the potential continuing resolutions changes in FY 2006. The project is following a compressed schedule with a target date of final code delivery to bureaus Dec. 1, 2005. This effort has been made a priority at the CSC. NOAA is assisting in the testing. **There might be a need for additional testing support from NOAA for the unit testing of Delivery 4.**	Code Delivery to Bureaus – Dec 1st

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4. Mass Reclassification Phase 2 **Responsibility:** Functional Lead Lynn Wilson	**Scope:**	Subsequent phase(s) of the Mass Reclassification project will address CSTARS interface documents (and the downstream transactions of the CSTARS documents) and reorganization. OAM is looking into policy changes that would eliminate the ACCS values from the requisition. As this would eliminate the need for the change for the CSTARS interface documents. Thus consideration of this change is on hold for now. The reorganization effort will include the same process as developed for phase 1 with the addition being that the organizational codes would be added as criteria for the reclassification. This project has not started as it is awaiting the completion of Phase 1.	
5. Cost Allocation Study and Simplify Populating the Templates **Responsibility:** Project Coordinator: TBD Functional Lead Jeff Martin Technical Lead TBD	**Scope:**	The scope of the Cost Allocation Simplification is to create a simple standard indirect cost allocation method that will be used by all CBS users. The Cost Allocation Team will: 1.) Review bureau cost allocation methods; 2.) Review CAMS Indirect Cost Application Process Model; 3.) Review JFMIP cost allocation methodologies; 4.) Review bureau specific appropriation laws; 5.) Conduct a Gap Analysis between JFMIP cost allocation methodologies and those followed at DOC; and 6.) Interview other agencies about their cost allocation methodologies to help identify best practices. Once suitable cost methodology is determined, the team will identify changes needed in CBS to implement the new methodology. This project will also include the 2005 Cost Template Effort that was prioritized as #7 on the 2005 priority list. This project will update the cost allocation template screen format and add features to help manage cost allocation templates. Possible changes include providing users with summary results for each indirect pool and the capacity to estimate cost and allocation impacts based on budget operating plan or other cost projections. NOAA had requested adding AR 16828, NOAA AR #8731: Enhancements to the Surcharge (CM204) and Over/under (CM202) Processes, to this project. 1.) Request both processes be modified to include the calculation and distribution of FTEs along with the current dollar calculations. 2.) Request reverse posting of general ledger data from the over/under process CM202) be delayed until the next month's over/under process is started.	
	Status:	Several meetings have been held to layout the process and issues as each Bureau has a unique process to allocating cost. NOAA has requested that the items that they added to the scope be elevated and handled before the study is completed. Additional meetings are being scheduled.	

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6. Financial Statements On-Top Adjustments **Responsibility:** Project Coordinator: Janie Ma Functional Lead Lynn Wilson Technical Lead Janie Ma	**Scope:**	The scope of the On Top Financial Statement Adjustment Enhancement will create an adjustment screen and reports that can feed high-level adjustments into the financial reporting systems without posting to the CFS Trial Table (General ledger) in the standard process. These transactions with be distinctly identified as financial statement adjustments only. This project includes the effort to update and coordinate the delivery of data to the Department's Consolidated Reporting System (CRS) and the Corporate Database.	Draft FRD Submitted on Oct. 7, 2005 Final FRD scheduled for Nov. 28, 2005
	Status:	The FRD schedule is as follows: - Draft FRD went out to Bureaus for comment on 10/7/05. Comments due back COB 10/19/05. - Draft walkthrough with Bureaus to be held 10/20/05. - Update Draft with Comments and changes by 10/31/05 - Issue Final Draft to Bureaus for Approval/Sign-off by 11/16/05 - FRD to be complete by 11/28/05	
7. Standard Maintenance Release **Responsibility:** Functional Lead: Amy Sommerville Technical Lead: Bill Isbell	**Scope:**	Annual Maintenance consists of level 1 and level 2 ARs. Historically the CSC receives an average of 249 level 1 ARs and 524 level 2 ARs a year. There are currently 25 open level 1 ARs (10 of these are for changes needed in CSTARS) and 530 open level 2 ARs. The CSC issues the level 1 ARs on a daily basis as the programming is completed. The CSC issues level 2 ARs on a bi-monthly basis on the 15th of the month.	Delivery Oct 17, 2005
	Status:	For the month of September there were 8 level 1 ARs delivered or closed with a status of unchanged. The next standard maintenance release for level 2 ARs is schedule for Oct 17th. The delivery is currently projected to contain 9 CFS ARs and 5 CPCS ARs.	

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Category: OFM Priorities			
8. CRS Changes as Identified **Responsibility:** Project Coordinator: Functional Lead: Tom Lambird Technical Lead: Janie Ma	**Scope and On going Status:**	**CRS Data Issues:** The CSC is evaluating issues with the CRS data. Staff held a CRS roundtable discussion of issues with bureaus on April 22nd. The issues getting the most discussion were as follow: ▪ CRS Users needed a refresher course on CRS functionality. (Refresher training was conducted on September 15th) ▪ On-top adjustments not in CRS (This is included as part of the On Top Financial Statement Adjustments project, of the 2006 initiatives.) ▪ CRS presents data differently than the bureau finance offices report to their budget offices and to OFM (This issue may be addressed by the inclusion of Program, Project, and Activity (PPA) data.) ▪ A print function for the Budget & Obligation table (Will be submitted to SAS for a technical assessment. Because a workaround exists, this is a low priority.) ▪ SAS is working the activity request of providing some administrative rights to the bureaus, such as creating and deleting accounts, and resetting passwords. Also, SAS is working on the activity request to provide a single login ID for individuals who cross service multiple bureaus. Staff is also evaluating a policy for a re-certification process of active users to ensure that login IDs are deactivated properly. **Secretary's view project for CRS:** The CSC is working with the Office of Budget (OB) to publish in the CRS the monthly Financial Plan & Report (FP&R) submitted by each bureau. To facilitate publication, two issues need resolving. The bureaus should: ▪ Adhere to the report format prescribed in Chapter V, Section 8 of the *Budget and Program Analysis Handbook*; and ▪ Be prepared to submit the report in electronic format (an Excel spreadsheet or a text-delimited file are the two formats currently being considered). **Integration of performance measures and budget project for CRS:** The programming changes to the performance measures portlet are expected to be delivered to the CSC November 4. The CSC will then review these changes with the OB. If the changes are accepted, the CSC will proceed with functional testing and coordinate user training with the OB. The projected implementation is the beginning of the fiscal year second quarter.	Performance Measures implementation early in the second quarter of FY 2006.

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9. ITA CFS Transition **Responsibility:** Functional Lead: Jeff Martin	**Scope:**	The scope for this project includes items identified by the CSC as required to address ITA's requirements for interfacing to/from the Department of State's Financial System for ITA overseas transactions. Specifically, interfaces are required for: 1) Passing ACCS and Budget data to State for validation; and 2) Accepting Obligations, Disbursements and Travel information from State for overseas transactions. The implementation is scheduled for the beginning of FY 2008 and is due to coincide with the of the CFS Web Migration effort.	Implementation Beginning of FY 2008
	Status:	A meeting with the CSC, NIST and ITA is being planned for Nov.	
10. Web Migration Prototype **Responsibility:** Project Coordinator: Lillian Yeh Functional Lead: Lynn Wilson Technical Lead: Lillian Yeh	**Scope:**	Staff completed data collections from all bureaus and conducted several Web Migration Working Group meetings. Five alternatives were evaluated for their feasibility by qualitative risk-based criteria, and three were selected for further quantitative analysis on the cost, benefits, and ROI. The group recommended alternative 3 to convert to Oracle Web Forms, Reports, and Database 10g then integrate applications at the user interface level. It has the low to moderate technical and implementation risk; the longest Oracle technical support period (through 2011) with best future upgrade path; and lower relative life cycle implementation costs, higher relative indirect end-user user productivity and deployment benefits. The Study also includes a modified deployment strategy and schedule for full deployment at the end of year 2 (FY2007. The Team presented the revised information to the CBS Executive Board on June 27th for approval. The CBS Executive Board granted the go-ahead for the prototype. The estimated period for developing a proof-of-concept prototype for validating the analysis and recommended web architecture is 3-4 months. The CSC also conducted a 2-month independent review of the Study (parallel to the Prototype) and sampling of the current program codes about usability and sustainability thru 2012 and beyond. The findings and recommendations were presented to the CBS managers on August 18th.	Mar. 2006 Delivery to Bureaus
	Status:	The CSC team held the prototype kick-off Working Group meeting on August 2 with bureau representatives. Staff has distributed the preliminary draft of the web Programming Standards and Guidelines for bureau comments. The Requirements and Design document version 2.2 was also updated with the technology evaluation findings. The CSC team continues working on the security solutions and navigator menu design. The team will setup control points for periodic demonstrations of the prototype to show progress. The prototype is scheduled for completion by the end March 2006.	

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11. Web Migration Implementation **Responsibility:** Technical Lead: <u>Lillian Yeh</u>	**Scope:**	After the Web Migration Proof-of-Concept and Prototype is completed and approved, the web migration implementation effort will begin. This effort will convert all of the CFS modules to the Web format. This task has not started yet, however the project completion date is June of 2007 with implementation for the beginning of FY 2008.	Complete Web Migration June 2007 Bureau implementation beginning of FY2008.
12. Convert CBS Modules to Mercury Test Tools **Responsibility:** Functional Lead: Sue Masser	**Scope:**	The CSC is in the process of developing test scripts to implement an automated test tool using the Mercury products: Quick Test Pro and Test Directory. The approach has been to use the regression test scripts currently used by the Bureaus to develop the regression test. The first module to be converted is Accounts Payable; the second is the end-to-end testing for CSTARS, with the other modules following. Implementing the regression tool is an action item for an audit finding: IG AUDIT—*IMPROVEMENTS NEEDED IN CONTROLS OVER APPROVALS FOR AND TESTING OF CAMS SOFTWARE,* 9/2000 (#3) - Enforce policies and procedures for performing system (regression) testing of all CAMS modules and ensure that the results are documented.	Conversion of all modules by the end of FY 2007.
	Status:	The CSC implemented regression testing for the Accounts Payable module in September. The CSC expects that the regression testing effort the Mercury Test Tool will include all of the Core CBS module by the end of FY 2007.	
	1. Open Issue:	The CSC is developing a cost benefit analysis to address priority and budget concerns raised by the bureaus. Resolution: TBD	

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13. CSTARS Standard Interface **Responsibility:** Project Coordinator: Ken Pooton Functional Lead: Jerry Rorstrom-Lee Technical Lead: Ken Pooton	**Scope:**	This project will develop an interface between the procurement operations software packaged called "CSTARS" and the CBS CFS. The interface will permit the CSTARS software to send Requisitions and Obligation documents to the CFS for processing. Individual requisition documents, purchase orders, and contract documents will be passed between the two systems as they are created by system users (near real time operations on a demand basis). This interface will also allow CSTARS to automatically add new vendors to the CFS vendor tables, coordinate use of CCR vendor data, and provide crosswalks between system vendor numbers for on-top vendors. This interface will introduce Enterprise Application Interface (EAI) technology into the CBS operations. This technology will allow the interface to operate over the WEB and will facilitate cross-servicing operations by automatically routing documents between each CFS and CSTARS site. This project will be completed by a combined DOC/CBS and CACI/CSTARS programming team. The development and deployment process will be completed in a single phase following standard OFM CSC standards and practices.	The 8 CSTARS ARs are planned to be delivered to Bureaus on Jan. 2, 2006.
	Status:	CSC delivered the CSTARS ORSI Interface (Commerce Standard Acquisition and Reporting System - Obligation & Requisition Standard Interface) to the bureaus on 3/2/05. The Census, NIST, NOAA, & O/S test environments have been built. The CFS V2.13 CSTARS ORSI code has been placed into production at Census, NIST & NOAA so subsequent CFS deliveries can be placed into production. However, the interface is currently turned off until the CSTARS ORSI interface is rolled-out to the end-users. Bureau CSTARS ORSI connectivity & cross servicing testing has resumed since bureau year-end closing activities are virtually complete. We are securing troubleshooting support from SystaLex for any issues that arise, on an as-needed basis. Accenture/CACI submitted a proposal for the eight Enterprise CSTARS ARs. The government will respond to Accenture/CACI with comments within the next couple of days. Delivery to the Bureaus is planned for Jan. 2, 2006.	
	1. Open Issue:	Initial and ongoing coordination between the CCR Standard Interface and the CSTARS Standard Interface has been established to ensure continuity of the processes involved. The Testing on CCR functionality fixes continues to effect CSTARS and the delays are assessed to mitigate changes to the project plan.	Resolution: The CSC is working to resolve the CCR ARs. A delivery is expected for late Nov.

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<table>
<tr><th colspan="4">CSC Project Status As of Oct 14th</th></tr>
<tr><th>Project Name /Responsibility/Budget</th><th colspan="2">Scope/Status/Issues</th><th>Schedule:</th></tr>
<tr>
<td></td>
<td>2. Open Issue:</td>
<td>Per a letter provided to Doug Day, from the ORSI Exec Board, NIST needs to provide a plan for deployment of the CSTARS ORSI.</td>
<td>Resolution: TBD</td>
</tr>
<tr>
<td></td>
<td>Items to Watch:</td>
<td colspan="2">The CCR and NIST issues cited above.</td>
</tr>
<tr>
<td rowspan="4">14. eTravel Standard Interface

<u>Responsibility:</u>
Project Coordinator: <u>Ken Pooton</u>
Functional Lead: <u>Karen McBride</u>
Technical Lead: <u>Ken Pooton</u></td>
<td>Scope:</td>
<td colspan="2">This enhancement will implement a system interface that supports transaction processing with the eTravel Solution. The interface imports obligation and accounts payable transactions from the eTravel Vendor and will export traveler profiles and valid values for Accounting codes to the eTravel Vendor's system. The interface will utilize the TIBCO EAI products.

This project will be completed as an upgrade to the existing CBS Accounts Payable Standard Interface (APSI) and will work in conjunction with the CSTARS interface (ORSI). The eTravel Team has signed a contract with the eTravel vendor and now expects to rollout the eTravel system in FY06 with the smaller bureaus going first.</td>
</tr>
<tr>
<td>Status:</td>
<td colspan="2">The requirements document for this project has been completed. OFM has received and accepted project proposals for the eTravel interface to CBS from both Systalex and EDS. Once the cost and benefits are approved by the CFO, the contracts will be awarded. Both vendors for the eTravel interface have developed project plans that takes in to account the others project plan.</td>
</tr>
<tr>
<td>1. Open Issue:</td>
<td>Commerce's eTravel initiative is on hold, pending EDS response to GSA's request for a Corrective Action Plan (CAP). GSA has accepted EDS' schedule for implementing the CAP. Management is waiting to see the results of delivered fixes for the outstanding issues. Note: Some of the issues that have been identified as directly affecting DoC will not be delivered until next Spring.</td>
<td>Resolution: TBD</td>
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15. Central Contractor Registration (CCR)
 	
Responsibility:
    Project Coordinator:
    Janie Ma
    Functional Lead
    Jerry Rorstrom-Lee
    Technical Lead
    Janie Ma
	Scope:	This enhancement will implement a system interface and processing controls to import and utilize vendor data from the Central Contractor Registry (CCR). The enhancement includes a vendor data import function, an automated mapping process to match CFS vendors with CCR vendors, a conflict resolution process that allows users to pick vendors when more than one CCR record matches to a single CFS record, enhanced vendor research capabilities using the CCR data, and updates to the CFS disbursement operations to automatically hold disbursements to vendors when their CCR registration lapses. This project will be completed in three phases as follows:
		▪ Phase 1: Make changes to the CFS system screens needed to work with the CCR vendor data.
		▪ Phase 2: Add new screens and processes to manage the CCR download and matching process (Vendor Matching Screens (VMS). This phase includes completing a reconciliation of existing CFS vendor data to the CCR vendor database.
		▪ Phase 3: Develop and deploy enhanced vendor query features that give users better access to the CCR vendor data, and also implement controls over the CFS Disbursement process in accordance with CCR disbursement management rules. This effort will also include three disbursement reports. Phase 3 was delayed due to a requirement clarification.
		
		NOTE: the CCR project is very closely coordinated with the CSTARS interface project. The Phase 1 and Phase 2 enhancements to the CFS to add the CCR functionality must be already installed and ready to use before the CSTARS interface code can be installed.
			CCR Critical Fixes Delivery late Nov.
			
			Phase 3 Delivery Mid Jan.
			
			NOAA implementation Feb. 17, 2006
			
			Census, NIST implementation TBD

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	Status:	Phase 1 and Phase 2 of this project was coded and delivered to each bureau for testing and deployment. Phase 3, Disbursement Report is in the design phase and is scheduled to be delivered in Mid January. A new release is scheduled for late November which will include modifications to the existing system to reflect the modified requirement and all the fixes to the issues that is critical for production. Specifically, they are: 1) Decouple the inactive and duplicate flag in the VMS to support our duplicate/history requirement. 2) Modify VMS to be able to make a new incoming record a prime record when all existing ones are duplicate 3) Fix a problem exited when an ORSI record perfectly matches to a CFS inactive record. The CFS record needs to be activated. 4) Enhance the Conflict Resolution Screen to display a "in process.." message. 5) Remove the Vendor Type reverse mapping in VMS since Vendor Type can be dynamically defined through GL021 so that VMS will return the CFS value. A CCR Roll-out Project Team has been formed and meets weekly to discuss and resolve any issues with the CCR Rollout. CSC is working with bureaus develop an implementation schedule. The draft project plan from NOAA shows the pre-production will start on 12/7 and the migration to production will finish on 2/17/2006. Both Census and NIST are working on their project plans.	
	1. Open Issue:	CCR has experienced several delays and must be implemented before CSTARS can go live.	Resolution: CSC is working to resolve all ARs and will make a delivery in late Nov. CSC is also working with the bureaus to develop testing and implementation plans.	
	Items to Watch:	CCR pre-production can take up to 40-50 days to complete. It is highly recommended that bureaus start this process as soon as possible in order to meet the CSTAR deployment date.		

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16. Financial Management Business Case – Financial Evaluation **Responsibility:** 　Project Lead: 　TBD	**Scope:**	On July 27, 2005, the Deputy CFO and OFM management and staff briefed the CFO on the finance and technical evaluation business case analyses and recommendations. The decision was that OFM will move forward on the Best Practices/Process Standardization recommendation. The Team will explore improvements in processing accounts payables throughout the Department. This team will implement best practices identified in the business case that do not require new funding and develop detailed implementation plans for those that do require new funding, i.e., web invoicing and electronic receiving and inspection. The bureaus have been asked to designate a bureau representative from their accounts payable office to serve on this team.	
	Status:	On August 3, 2005, representatives from Census, NOAA, NIST, and the CSC met with the Director and Deputy Director from the Office of Computer Services to begin discussions on the server consolidation implementation. On August 29, 2005, CSC management and staff held a conference call with staff from two GSA offices (Kansas City, Missouri and Fort Worth, Texas) to discuss the GSA web invoicing system. Both offices have experienced success with the program, in terms of vendor participation and cost savings. This effort is currently on hold.	

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17. Financial Management Business Case – Technical Evaluation Team **Responsibility:** Project Lead: Wende Wiles	**Scope:**	On July 27, 2005, the Deputy CFO and OFM management and staff briefed the CFO on the finance and technical evaluation business case analyses and recommendations. The decision was made to consolidate the CBS application and the financial feeders at the Office of Computer Services in Springfield, Virginia. The consolidation will occur in a phased approach, with NIST and the CSC moving in Year 1; and NOAA and Census moving in Year 2. On August 1, 2005, the Deputy CFO formally notified the CFOs (and the Deputy CIO formally notified the CIOs) regarding this decision. On August 3, representatives from Census, NOAA, NIST, and the CSC met with the Director and Deputy Director from the Office of Computer Services to begin discussions on the server consolidation implementation. The affected bureaus have also been asked to designate bureau/data center representatives to serve on the core Server Consolidation Team. The responsibilities of the Server Consolidation Team will include identifying and bringing together subject matter experts from the bureaus to gather and consolidate data center support requirements, create a joint Commerce Service Level Agreement (SLA), create an implementation plan and ensure testing and execution of the Department-wide business systems server consolidation.	NIST and the CSC moving in FY 2006 NOAA and Census moving in FY 2007
	Status:	**Monthly Accomplishments for September:** • Secured funding for Phase 1 of the Server Consolidation effort • Established Server Consolidation Implementation Team and documented Subject Matter Area Champions to lead subgroups • Conducted subgroup meetings to collect bureau baselines and to document cross-bureau joint requirements • Documented high level implementation plan and schedule, forecasting: NIST CBS, Travel Manager, Property, and Grants Production to migrate to OCS in June 06 and CSTARS Production in October with the implementation of ORSI. CSC is forecasted to move in its entirety by June 06. • Collected network baselines. OCS presented To-Be alternatives for bureau consideration **Work in Progress:** • Continue expanding the Implementation Plan for key critical path activities • Drafting the Service Level Agreement (SLA) • Documenting joint Security and Configuration Management requirements in the respective subgroups and planning for Security Plan Re-certifications required (tentative deadline is March 06) • Mapping out other projects against the Server Consolidation in an Impact Analysis document.	